

**Karachi Mobility Project**  
**Sindh Mass Transit Authority (SMTA)**  
**Transport & Mass Transit Department**  
**Govt. of Sindh**

**Subject: APPLICATION FOR APPOINTMENT TO THE POST SOCIAL DEVELOPMENT SPECIALIST**

Dear Sir,

Having learnt through an advertisement published in daily Dawn dated: 21-11-22 that above post is lying vacant under your kind control. I wish to offer my services for one of the same.

My qualifications are MBA in first class grading with **LLB, MBA , & M.Phil (Mgt. Sciences)** I possess 28 years post qualifications experience in the field of Project Management, Monitoring, & Evaluation, Project Proposal, Project Design, Project Planning, Project appraisal, Supply Chain Management , I have worked on preparation of PC-I,II,III,IV, Environmental issue, Natural Hazards, Field Monitoring, Bench mark survey, Financial Management, Credit Administration, Report Writing , Coordination with Government Departments, Donors, and other stakeholders, Training & Capacity Building. I possess International Certification & have attended several Training Programs including UNDP & NIPA in the area of above discipline.

I have worked on project side where I carried out the project appraisal of various clients organization including Financial Analysis, Cost revision exercise project rehabilitation with a view of restructure the debt and preparation of reports, scheduled based on projected cash flow. Further I have dealt with various donor agencies like World Bank, ABD and other institutions through Economic Affairs Division Government of Pakistan.

I have worked as provincial Training Coordinator in Agribusiness Development and Diversification Project (**An ADB Funded worth 4000 (M) Project sponsored by MINFA**), where I dealt with exporters, processor and growers about classification, grading and packing of Horticulture products and its value additions (i.e. Fruit, Vegetable and Flowers). I arranged the registration of Progressive farmers, Coordination for warehousing cold storage & facilitated them to avail the Fund / Grant from Agri-Business Support Fund (ASF) I identified the Training Need Assessment (TNA) for different stakeholders/ participants, including development of the training calendar for the project and report on (TNA). I have much familiarity with WTO Regulation, International Standards like ISO, Global Gap, HACCP, Organic Certification etc.

I have worked as Director Finance BS-20 at Shah Abdul Latif University Khairpur, where I supervised there all financial matters of 1200 Employees, including budget preparation & its approval from Syndicate & senate. I also handled all purchases/ procurement matters of University through NIT, Tendering process including completion of all Codal formalities of PPRA/SPPRA rules. Moreover I also dealt with investment portfolio of Universities Fund in various profitable schemes at various Banks & investment Companies. Moreover I also represented the University in all important financial matters at various forums. I have worked against above post on contract basis. My contract expired on 15<sup>th</sup> Oct 2019.

I have worked as a Business Development, Marketing & Credit Expert in Special Program for food Security and enhancement of productivity of Small farmers (Crop Maximization Project-II) sponsored by MINFA Government of Pakistan, where I analyzed existing production, marketing and business trends in agriculture. I provided leadership to the district staff and VO's in developing agribusiness and building marketing linkage with market leaders. I coordinated with federal and district project entities and various crop specific cluster groups for easy disposal of the farmer's produce through linkage development with market leaders and value chains.

I have much experience

I have also worked as a Deputy Director Management service Division, Govt. of Pakistan where I conducted several Economic / Research Studies of various Public Sector Organization including their reorganization, Manpower Allocation, Financial Restructuring for improvement of their efficiency effectiveness and productivity.

I am being effective communicator, Team Player, Relationship builder with strong interpersonal communications skills. I have much experience in the field of Project Management, Monitoring, & Evaluation, Project Proposal, Project Design, Project Planning, Project appraisal, I have worked on preparation of PC-I,II,III,IV, Environmental issue, Natural Hazards, Field Monitoring, Bench mark survey, Financial Management, Credit Administration, Report Writing , Coordination with Government Departments, Donors, and other stakeholders, Training & Capacity Building. I possess International Certification & have attended several Training Programs including UNDP & NIPA in the area of above discipline. I have worked on project side where I carried out the project appraisal of various clients organization including Financial Analysis, Cost revision exercise project rehabilitation with a view of restructure the debt and preparation of reports, scheduled based on projected cash flow the field of Financial Management, Credit Administration, Strategic Corporate Governance, Taxation Corporate/Legal Affairs, Investment, Risk Management, Banking / DFIs. Further I assure you to meet the challenges for above post and deliver goods for the organization.

I hope that your kind honor will provide me an opportunity to judge my efficiencies and abilities in your renowned institution.

Thanking you,

Yours Truly,

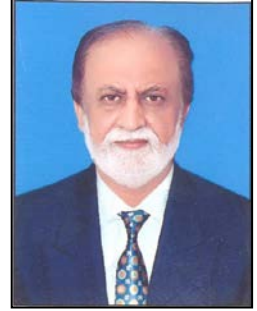
**ALTAF HUSSAIN**

Cell: 0334-3198598

Encl: Copy of Resume

Note: Testimonials will be produced at the time of an interview.

## **RESUME**



### **PERSONAL DETAILS:**

Name: **ALTAF HUSSAIN**  
Father's Name: **Muhammad Ibrahim**  
Marital Status: **Married**  
Religion: **Islam**  
Nationality: **Pakistani**  
Postal Address: **B-21, Architects & Engineer Society,  
Block-9, Gulistan-e-Jauhar, Karachi  
Cell: 0334-3198598 / 0306-2241959  
E-mail: **altafhussain2040@gmail.com****

### **QUALIFICATION:**

- **MBA & LLB**
- **M.Phil (Mgt. Sciences)**

### **TRAINING:**

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#### **1 Management Consultancy Development Course:**

**Attended 9 Months (management Consultancy Development Course) with the Collaboration of United National Development Program (UNDP) from 7th July, 1985 to 27<sup>th</sup> March 1986 at Islamabad. The course was comprised of following Modules:**

- Performance Improvement Program (3Months)**
- Financial Operational & Program Analysis (3Months)**
- Management Information System (3Months)**

#### **Report Writing Course (1987)**

**Attended a course on Report Writing From 26<sup>th</sup> July To 30<sup>th</sup> July 1987 at Executive Development Center, Managed by Jaffer Brother Ltd. (JBL) Karachi.**

#### **Refresher Course in Secretariat Procedure & Practice.**

**Attended a course in Secretariat Procedure & Practice From 20<sup>th</sup> June to 25<sup>th</sup> June, 1993 at National of Public Administration (NIPA), Karachi.**

#### **Computer Learning Program.**

**Attended a course of Computer Learning Program from 7<sup>th</sup> Aug to 19<sup>th</sup> Aug 1993 at National of Public Administration (NIPA), Karachi.**

- **Recovery of Loans.**  
Attended a course on the subject Recovery of Loan from 17<sup>th</sup> March to 20 March, 1997 at Pakistan Development Banking Institute (PDBI) Karachi.
- **Microsoft Word 97.**  
Attended a course on Microsoft Word 97 for beginners from August 31<sup>st</sup> 1998 to September 02 1998 organized by Computer Development of NDFC.
- **School Management Skills:**  
Attended a course on School Management Skills Organized by Agribusiness Development Diversification Project (ADDP) & Pakistan Horticulture Development Export Board (PHDEB) November, 2008.
- **Agribusiness Management course:**  
Attended a course on Agribusiness Development Diversification Project ADDP & Pakistan Horticulture Development Export Board (PHDEB) (Dec, 2008).
- **WTO & International Standard:**  
Attended a course on WTO & International Standards by Agribusiness Development Diversification Project ADDP & Pakistan Horticulture Development Export Board (PHDEB) (February, 2009).
- **Export Procedure & Supply Chain Management:**  
Attended a course on WTO & International Standards by Agribusiness Development Diversification Project ADDP & Pakistan Horticulture Development Export Board (PHDEB) (May, 2009).
- **Financial Management Course Organized by the Center of Executive Education (CEE) by Institute of Business Administration Karachi**  
from 10th to 13th August 2015.

- **Attended refresher course on Financial Management organized by Higher Education Commission of Pakistan Islamabad (HEC) from 2<sup>nd</sup> January to 6<sup>th</sup> January 2017.**

**RECENT EXPERIENCE:**

**1. JOINED AS A DIRECTOR FINANCE (BS-20) SHAH ABDUL LATIF UNIVERSITY KHAIRPUR THROUGH SELECTION BOARD/ SEARCH COMMITTEE CONSTITUTED BY CHIEF MINISTER SECRI TRAIT & PERFORMED DUTIES FROM 12<sup>TH</sup> FEB 2015 TO 15<sup>TH</sup> OCT 2019.**

**Job Description is under**

- I) Director Finance /Treasurer shall exercise control over the Finance of University. He shall be responsible to ensure that the funds of University are spent on the Purpose for which they are allocated or granted. For this purpose he may arrange such checks of stock and stores, records and books as may be necessary.
- II) Director Finance Shall sanction expenditure within the budgetary limits vests in the Vice-Chancellor Power to make payment within the sanction accorded by the Competent authority lies with the Director Finance who is answerable to the Vice-Chancellor and to the Syndicate in respect of all payments made out of University's fund .The Director Finance will also determine the mode and the time of payment.
- iii) Director Finance shall be responsible to provide regularly the Vice-Chancellor/Syndicate /Finance & Planning Committee with adequate information on all financial matters and bring to the notice of the Vice-Chancellor any infringement of the University Act/Ordinance on financial matters and to ensure that decisions of the Syndicate, the Vice-Chancellor and various other authorities communicated to him are given effect to.
- IV) Director Finance shall have the power to invest the surplus funds of the University in a safe and the most Profitable investment scheme with the consent of the Vice-Chancellor
- V) The Director Finance shall be incharge of Store Purchase Organization of the University. He shall arrange the Procumbent, Storage and issue of Office stationary, Chemicals & glass-wares, furniture, machinery & Equipment and all other supplies of stock and non-stock articles as per

- requirements.
- VI) Director Finance shall act as the Secretary of the Finance and Planning Committee.
  - VII) Director Finance shall sign all contracts, except service contracts, made on behalf of University.
  - VIII) Director Finance shall be responsible for farming the statutes on all financial matters which by the Act/Ordinance are to prescribed or regulated by Statutes or Regulations, and be responsible for prudent financial management of the funds of the University.
  - IX) Director Finance shall conuct official correspondence of the University on all Financial matters
  - X) Director Finance shall sanction the refund of security deposits and other dues of students according to rules.
  - XI) Director Finance shall have the power to sanction and allow payment of dues and utility bills payable to Government Department and attached organizations like Telephone Bills, Taxes, Electricity and gas charges etc. He shall sign all cheques drawn on behalf of the University and shall have the authority to sanction the incurrence of expenditure and allow payment with in authority delegated to him under these rules/statutes.
  - XII) Director Finance shall perform such other duties and exercise such financial powers as may be assigned & delegated to him from time to time by the Syndicate or the Vice-Chancellor.
  - XIII) Director Finance shall sign the monthly pay bills of staff working in the Administrative section and teachers working in the department.

1. **BUSINESS DEVELOPMENT MARKETING EXPERT (BS-20)**  
Joined as Business Development Marketing Credit Expert in Special Program for Food Security (Crop Maximization Project CPM-II) a **Public Sector Development Program** Sponsored by the Ministry of Food and Agriculture, Government of Pakistan from 01-08-2009 to 30-06-2012. Job description is given as under:-

- i) Analyze existing production, marketing and business trends in agriculture.
- ii) Provide leadership to the district staff and VOS in developing agribusiness and building marketing linkage with market leaders.
- iii) Coordinate with federal and district project entities and various crop specific cluster groups for easy disposal of the farmer's produce through linkage development with market leaders and value chains.
- iv) Design and manage market linkage with industry and processors.
- v) Formulate and direct Marketing and sales strategy.
- vi) Design and conduct training programs for VOS and farmers for small agribusiness management and promotion.
- vii) Contribute to the development of product concept and pricing and decide on policy matters.
- viii) Arrange monthly, quarterly and annual meetings with various stakeholders for the promotion of market linkages with the procedures and consumers.
- ix) Prepare proposals for income generation business for farming community and successfully help launch such business for the interested farmers. Organize trainings and training programs for the farmers for managing and operating small businesses at villages level, Tehsil and district levels.
- x) Participate in routine appraisal and case meetings and write quarterly and annual reports of project performance achievement and issues.

## 2. **PROVINCIAL TRAINING COORDINATOR (BS-19)**

Joined as Provincial Training Coordinator Agribusiness Development and Diversification Project, **(An ADB Funded Project)** Sponsored by Ministry of Food Agriculture & Live Stock MINFAL Government of Pakistan from 09-12-2006 to 31-07-2009. Following jobs were performed.

- i) To review national and provincial agribusiness training program / activities.
- ii) To identify / assess academic and vocational institutions that will collaborate to provide agri-business training and capacity building.
- iii) To determine / identify target stakeholders and beneficiaries for agribusiness training.
- iv) To assess and prioritize training needs / gaps among stakeholders /

- beneficiaries and / or trainers / implementing partners.
- v) To contact with training service provider implementing partners in agribusiness sector.
  - vi) To contact with Government Commerce Colleges (**GCC**) and Vocational Training Institute (**VTI**) for the Agribusiness courses in their program.
  - vii) To outline procedure and methodology to conduct the Training Needs Assessment (**TNA**) to ensure linkage to develop a demand-driven agribusiness training program.
  - viii) To conduct workshop / seminar in selected institutions for stakeholders, trainers.
  - ix) To liaison with project National Training Coordinator to discuss and prepare **ToT** Program and Formulate a suitable format to monitor and evaluate the **ToT** Program and the participant's response.
  - x) To Develop appropriate curriculum and **ToT** program for delivery to training providers (**VTI's**, program for delivery to training providers (**VTIs**, cut flower traders and florists associations, master craftsmen, women related with fresh flower decorative items, women's technical training institutes and private sector) at provincial level.
  - xi) To submit training evaluation reports of course facilitation by participants to the project training coordinator.
  - xii) To review of the agri-business training programs.
  - xiii) To identify the Training Need Assessment (**TNA**) for different stakeholders / participants, including development of the training calendar for the Project and report on **TNA**.
  - xiv) To assist in development of agribusiness training Curriculum.
  - xv) To analyze and get familiarity with WTO Regulation, International Standards like **ISO**, **EUROGAP** **GLOBALGAP**, , **HACCP**, **ORGANIC CERTIFICATION** etc. principal of its policy and trading system including Trade Related Aspect of Intellectual Property Rights (**TRIPS**), Antidumping, Non Tariff Barriers and Trade Policy Issues.

### 3. **RESIDENT AUDITOR (BS-18):**

Joined as Resident Auditor in Quaid-e-Awam University of Engineering Sciences & Technology Nawabshah from October 2002 to October 2004.

- i) To handle with internal audit matter and Financial control of organization.
- ii) To appraise the work of Finance Director.
- iii) To comply with establish policies procedure and assesses the

- soundness of accounting / financial applications.
- iv) To assess and verify the internal accounts.
- v) To coordinates with the external Auditors.

#### **4. VICE PRESIDENT NDFC (BS – 20):**

Joined NDFC as Vice President on July 1994 and worked in the various department of Corporation till November 2001. Following jobs were performed.

**As Vice President Project Appraisal Division (1994-1998) following jobs were performed.**

- i) To carry out detailed review and appraisals of the project.
- ii) To carry out rehabilitation studies of problems sick projects.
- iii) To review the projections prepared by clients.
- iv) To prepare, if required, financial projection for the project (through computer spreadsheets etc).
- v) To keep up-to-date with all developments whether in industry, the economy, or regulatory matters such as State Bank of Pakistan guidelines etc.
- vi) To visit project regularly.
- vii) To write progress and review reports.
- viii) To monitor whether the borrowers are in compliance with the terms and conditions agreed in the loan / credit agreements or In any other relevant agreements and, if not, to take necessary action.
- ix) To monitor the condition of the assets taken as security.
- x) To carry out financial analysis on the client financial results.
- xi) To look for early warning signals and suggest courses of action.
- xii) To co-ordinate with the accounts division in respect of the status of each account, and to keep abreast with latest development in term and account activity.
- xiii) To review option with respect to initiating legal proceedings / filling of legal action.
- xiv) To initiate and follow-up on legal action.
- xv) To ensure security in sufficient.
- xvi) To carry out any other task that will ensure expeditious recovery from the case assigned to him.
- xvii) To carry – out negotiations with the clients.

#### **8. VICE PRESIDENT: BANKING & YIP'S AFFAIRS DIVISION.** **JOB DESCRIPTION AS UNDER (1998– 2001)**

- i) To put up proposals for recovery plan.



- ii) To preparation of weekly fund position, monthly statement and information required by NDFC Accounts Division and recovery position to Ministry of Finance from time to time.
- iii) To provide figure / information to Credit Committee secretariat.
- iv) To put up the proposal of hardship / deserving cases for wavier to credit committee secretariat.
- v) Supervision of preparation of computerized bills on quarterly basis in respect of clients.
- vi) Supervision of repayment Cheque received from clients are deposited in the Bank account and a complete record is maintained.
- vii) Supervision of maintenance of records of different refinance line from SBC payment in respect of which become due to six monthly basis and submission of periodical information / statement of SBP regarding the lines in questions.
- viii) Supervision of monthly interests accruals pertaining A/C of clients and preparation of relevant computerized statements.
- ix) To make correspondence with 23000 clients, Ministry of Finance **YIPS**, Head Office, State Bank of Pakistan etc. and also to deal with the petitions regarding **YIPS** loan received from President/ prime Minister Secretariat.
- x) To issue clearance certificates to those borrowers who have completely repaid the loan.
- xi) To issue the letters with rebate Cheque to all those borrowers who have completely repaid the loan.
- xii) To issue the letters with rebate Cheque to all those borrowers were entitled for the same.

### **PAST EXPERIENCE:**

- **Second Secretary (Audit) BS-18, Directorate General Inspection Audit and Inquiries, Revenue Division / (CBR) from 24<sup>th</sup> November, 1993 to 11<sup>th</sup> July, 199. Duties were performed were as under:-**
  - i) To prepare the policy Direcaative regarding audit of Direct Taxes Administration.
  - ii) To handle with the internal audit of income Tax and Circles to make tax system fairs, equitable and effective to increase the revenue.
  - iii) To examine the audit report of 600 income / wealth tax circles.
  - iv) To watch / follow up the final compliance of the audit report received from 600 circles.
  - v) To prepare a consolidated statement regarding loss of revenue, revenue retrieved and reasons for the difference in the final compliance report.
  - vi) To handle with the quarterly report regarding defaulting officers /

- officials.
- vii) To handle with monthly performance report of all regions.
- viii) To handle with the annual conference report of all regions.
- ix) To handle with the annual conference of Directors / Additional Directors of Inspection Audit & Inquires.
- x) To examine the quarterly audit schedule of regions.
- xi) To take the action in cases indicating tax evasion involving inefficiency / loss of revenue or misconduct on the part of the tax officer / officials / loss of revenue or misconduct on the part of tax officers / officials as a result of audit conducted by this department.
- xii) To check the instances of corruption and malpractice committed by tax officers / officials and to recommend. Appropriate disciplinary action under E & D rule 1973.

□ **Section Officer (Admin) BS – 18 Establishment Division, Cabinet Secretariat, Government of Pakistan Since September 23, 1991 to November 23, 1993 Duties performed were as under:-**

- i) All matters relating to the writing and countersigning of ACRs of officer of the Establishment Division attached department under the Estt. Division.
- ii) All matters relating to Officer (BPS-17 and above) of Establishment Division and attached Department / Autonomous bodies under the Estt. Division.
- iii) Allocation of subject / budget to various section of the Estt. Division.
- iv) Work relating to secretariat committees standing organization committee.
- v) Handling with the National Assembly / Senate question relating Estt. Division.
- vi) Matter related to Economy Commission.
- vii) Petition referred by the present / Prime Minister's secretariat / Secretary Establishment Division and attached department / autonomous bodies.
- viii) All matter related to the triennial census of Civil Servants.
- ix) Directive from the president / Prime Minister Secretariat.
- x) Co-Ordination with other Minister / Division of the Federal Government.

□ **Deputy Director (BS-18) Management Service Division Cabinet Secretariat Government of Pakistan since November 30, 1989 to September 22, 1991. Duties performed were as under:-**

- i) To undertake management consultancy of Government Organization, Public enterprises and industries for the improvement their efficiency

and effectiveness and productivity.

- ii) To participate in group survey for the collection of Data, observation on the spot studies as part of the management consultancy.
- iii) To analysis Data / information, use various statistical methods and modern management techniques such as PERT CPM etc. for meaningful solution of issue / problems noted in the course of study.
- iv) To prepare draft reports, statements charts, diagrams etc. as part of assignment work.
- v) To identify problems being faced by the organization and recommend for the solution.
- vi) To make correspondence with departmental heads / executives regarding the follow up and comments on management studies.

□ **Assistant Director (BPS-17) Management Service Division, Cabinet Secretariat, and Government of Pakistan since January 13<sup>th</sup> 1985 to November 29,1989. Duties as on Sr. No. 3 above.**

□ **Officer Grade -2 (Equal BS-17), Allied Bank of Pakistan. From February 15<sup>th</sup> 1983 to January 12<sup>th</sup> 1985. Function were as follows:-**

- i) To prepare monthly performance report, financial statement of circle / zonal office expenses and submits to member executive board.
- ii) To collect and analysis data about the performances of various circles / zonal office for the purpose financial control.
- iii) To comment and follow up of the monthly expenses of circle / zonal office.
- iv) Responsible for maintained of SSF and ledger accounts of central office and hat of more than hundred executives / officers.
- v) Responsible for maintenance of proper data and record regarding executive posted. In central office.

### **PROJECT / RESEARCH REPORT:**

- i) Research report on New International Economic Order (November, 1981).
- ii) Business Internship Report of Wazir Ali Industries Ltd. Hyderabad (March, 1982).

**Consultancy Assignments / Management Research / Economic Studies Conducted for Govt. Deptt. & Public Sector Organization in Management Service Division (former O & M Division) Government of Pakistan.**

- i) Staff inspection study of Karachi Dock Labour Board **KDLB** (Sept. 1987).
- ii) Staff review of **AGPR**, NWFP, Peshawar (March, 1191).
- iii) Re-Organization & Streamlining the MIS based Accounting System in Sarhad Development Authority (**SDA**) Peshawar (December, 1990).
- iv) Study on preservation of old record of **CBR** / Revenue Division Government of Pakistan (September, 1990).
- v) Management study of Karachi Telecommunication region **KTR** (October, 1989).
- vi) Management study of Shipping office Karachi (November, 1987).
- vii) Management study of Jinnah Post Graduate Medical Center (**JPMC**) (Paramedical Staff), Karachi June, 1990.
- viii) Management review of causality department and Transport system of (Poly Clinic Hospital) Islamabad, January, 1986.
- ix) Time study of money order handling in **GPO** Islamabad (September 1985).
- x) Organizational review of the Counsel of Islamic ideology (August, 1991).
- xi) Rapid survey / Work analysis of Ministries as per Directive of Cabinet.
- xii) M/O Local Government and Rural Development.
- xiii) M/O Religious Affairs & Minorities Affairs (June, 1991).

### **EXTRA CURRICULUM ACTIVITIES:**

Table Tennis, Badminton, to read Biographies of Great Personalities, To Visit Agriculture Lands.

### **REFERENCES:**

- 1.) **Mr. Muhammad Misbha Tunio (PAS)**  
**Managing Director**  
**National Security Printing Company**  
**M/o Finance Govt. of Pakistan**  
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- 2.) **Prof. Dr Chandan Lal Rohra**  
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